CABINET

Minutes of a meeting of the Cabinet of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 15 June 2015 at 9.00 am.

Members Present:

Cabinet: Councillors J Fuller (Chair
Y Bendle, M Edney, L Hornby, K Mason Billig and M Wilby

Non-Appointed: Councillors S Blundell, R Savage, N Legg, T Lewis and A Palmer

Officers in Attendance: The Chief Executive (S Dinneen), the Director of Growth of Localism (T Horspole), the Director of Business Improvement (D Lorimer), the Director of Community Services (P Boyce), the Accountancy Manager (M Fernandez-Graham), the Communities and Democratic Services Manager (L Mickleborough), the Early Intervention Manager (M Pursehouse), the Housing and Public Health Manager (M Swann) the Planning Policy Manager (A Nicholls), the Project Manager (W Salmons) and the Scrutiny and Information Rights Officer (E Goddard)

2370 MINUTES

The minutes of the meeting held on Monday 23 March were agreed as a correct record and signed by the Chairman.
The subject of the decision

Members considered the report of the Planning Policy Manager, which reviewed the responses received during the public consultation for the Gypsies and Travellers Local Plan (Issues and Options) held between 29 August and 24 October 2014, and proposed the site assessment criteria to be used.

The Chairman began by outlining the background to the report. He drew attention to the fact that in accordance with the legal duty to cooperate, the Council had discussed the potential preparation of a joint Gypsy and Traveller Local Plan, but neighbouring authorities had declined to be involved.

The Planning Policy Manager presented his report to members, explaining that when developing the GTLP and proposed criteria, officers had taken into account the DCLG Planning Policy for Traveller Sites, and the Joint Core Strategy, along with the 43 submissions received as part of the consultation. Officers considered the documents to be robust.

Cllr M Wilby queried an element of the criteria, suggesting that the requirement for the site to be positioned 800m from amenities was too restrictive, and he proposed 1200m to be more appropriate. He considered a 1200m distance to easily equate to a ten minute walk. Cllr Wilby also suggested that the Task and Finish Group visit a number of successful sites in the District and he referred in particular to the Gypsy and Traveller site at Harford Bridge.

The Planning Policy Manager stressed that the suitability of any potential site would need to be considered against all criteria as a whole, using planning judgement. Under the proposed criteria, a site would not be automatically ruled out should it be 1200m from amenities, instead it would be considered against all the assessment criteria to obtain a balanced view.

During debate, some members supported Cllr Wilby’s views, but the Director of Growth and Localism reminded Cabinet that any change to the criteria would need to be evidence based. Members noted that 800m was a nationally recognised walking distance in planning terms and it was agreed that this was more likely to be acceptable to the Planning Inspector. It was however suggested, that should too few sites be deemed acceptable under the proposed criteria, that the Gypsy and Traveller Task and Finish Group could propose to Cabinet, evidence based changes.
### The Decision

| RESOLVED: | 1. To agree the responses to the representations made to the Issues and Options Document as set out in Appendix B;  
| | 2. To agree the proposed site assessment criteria, as outlined at Appendix D, to be used to assess sites as part of the Preferred Options version of the Gypsies and Travellers Local Plan document  
| | 3. If, on applying the agreed criteria, few sites are concluded to be acceptable, evidence-based changes to the criteria may be proposed by the Gypsy & Traveller Task & Finish Group for Cabinet to consider. |

### The Reasons for the Decision

To ensure planned and co-ordinated development, with a fair and robust assessment criteria.

### Other Options Considered

- To amend the site selection criteria

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### 2372 GREATER NORWICH GROWTH PROGRAMME 2016/17 – SOUTH NORFOLK INFRASTRUCTURE BUSINESS PLAN

#### The Subject of the Decision

Members considered the report of the Planning Policy Manager, which proposed an Annual Infrastructure Business Plan for 2016/17 for strategic infrastructure projects in South Norfolk, to support planned growth in the Joint Core Strategy and emerging Local Plan documents.

The Planning Policy Manager outlined the salient points of his report to members. Referring to paragraph 4.4 of the report, he drew attention to the Colney to Bowthorpe river crossing, explaining that although largely in the Norwich City area, it was vital to South Norfolk due to its important links to the Norwich Research Park and the Norfolk and Norwich University Hospital.

In response to queries, the Chairman reminded members that the cost of projects would not be funded in full by CIL. The cash flow to fund projects would need careful planning and the borrowing of funds was a possible requirement.
The Decision

RESOLVED:

TO RECOMMEND THAT COUNCIL:

1. Agrees the 2016/17 Infrastructure Business Plan for South Norfolk (attached as Appendix A) for consideration by the October meeting of the Greater Norwich Growth Board as part of the 2016/17 Growth Programme; and

2. Agrees to pool CIL payments for 2016/17 to help ensure the delivery of the Growth Programme;

3. Agrees in principle to use pooled CIL in future years to ensure the delivery of NATS projects, including particularly the Norwich Northern Distributor Road and the Long Stratton bypass.

The Reasons for the Decision

To ensure that planned growth is accompanied by relevant infrastructure.

Other Options Considered

None

2373 PERFORMANCE, OPPORTUNITIES / RISKS AND REVENUE BUDGET POSITION REPORT FOR THE FINANCIAL YEAR

The Subject of the Decision

Members considered the report of the Accountancy Manager, the Business Improvement Manager and the Scrutiny and Information Rights Officer, which detailed the Council's risk position at the end of the fourth quarter for 2014/15, and the revenue budget position and performance of the Council over the financial year 2014/15.
Cllr M Edney commended the report to members. He was pleased that high performance had been maintained throughout the year and he drew attention to the surplus in revenue outturn, which in the main was due to additional income that had been generated.

Members noted the areas of strong performance, notably in affordable housing and in the development of the Council’s commercial activities.

The Business Improvement Manager explained that no strategic measures had fallen below acceptable performance levels. Five indicators had been allocated an amber status at year end, and he referred in particular to LI 302, the percentage of householder applications determined within 8 weeks or agreed timescales (omitted from the main report). Members noted that performance had missed the target by only 2%.

In response to a query from Cllr T Lewis regarding BV010, the percentage of non-domestic rates collected, officers explained that assistance had been given to one large rate payer, allowing it to reschedule payments whilst it restructured its business. The Chief Executive stressed that the Council applied consistent methodology whilst considering such requests.

Reference was also made to LI 262, the cost of waste collection per household (also awarded amber status at year end), and Cllr K Mason Billig suggested that the target set required further consideration. The Chairman suggested that the cost of waste and appropriate targets could be considered in more detail by the Environment and Regulation Policy Committee.

Turning to risks and opportunities, the Scrutiny and Information Rights Officer explained that the current organisational capacity position was positive, and she referred in particular to the consideration of the devolution agenda, and how this might affect the delivery of services in future.

With regard to Appendix 2, it was noted that a new risk, S7 (an incident occurs at South Norfolk House resulting in the Council unable to recover data), had been added to the register following an audit that had highlighted a few issues with the provision of disaster recovery. Following a brief discussion as to why risks and opportunities were categorised under the same heading, the Chief Executive stressed the need to be clear about risks and how we mitigate them and suggested that further thought should be put in to how this could be demonstrated consistently throughout the report.

The Decision

| RESOLVED: | a) To note the 2014/15 performance and the combined efforts across the Directorates to deliver the Vision of the Council. |

Cab Min 15/06/15CLW
b) To note the current position, particularly the organisational capacity, with regard to opportunities and risks and accepts the actions to support risk mitigation and opportunity development.

c) To note the revenue position and the reason for the variances on the General Fund.

d) TO RECOMMEND THAT COUNCIL APPROVES:

   a) the budget virements which exceed £100,000 in accordance with the rules of financial governance;

   b) the slippage requests totalling £516,891;

   c) the movements in reserves as outlined in Paragraph 6 of the report.

The Reasons for the Decision
To ensure processes are in place to improve performance, that the management of risks are sound, and to ensure that reserves and revenue budgets are in place to meet the Council’s corporate objectives

Other Options Considered
None

2374 CAPITAL PROGRAMME OUTTURN REPORT 2014/15

The Subject of the Decision
Members considered the report of the Accountancy Manager, which detailed the provisional outturn on the Council’s capital programme for the financial year 2014/15, and an amended capital programme for the following five years.

The Accountancy Manager highlighted the key areas of his report to members.
In response to a query regarding Green Deal grants, the Housing and Public Health Manager explained that funding had been recovered in the third quarter of 2014/15 and he anticipated much more of the unspent balance to have been awarded through grants by September 2015.

With regard to the investment of £50,000 in to Build Insight Consulting Ltd, the Chief Executive explained that this would be achieved through a mix of loan and equity, in order to ensure that it was as tax efficient as possible.

**The Decision**

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<td>1. Note the provisional outturn for Capital Expenditure and its financing for the Financial Year 2014/15;</td>
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<td>2. Approve the investment of £50,000 in to Build Insight Consulting Limited, to be a mixture of loan and equity;</td>
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<td><strong>3. TO RECOMMEND THAT COUNCIL</strong></td>
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<td>a) Approves the slippage requests summarised at paragraph 3.1 of the report;</td>
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<td>b) Approves the financing of the amended capital programme for the next five financial years as set out in Appendices B and C of the report.</td>
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**The Reasons for the Decision**

To ensure that the capital programme is aligned to the Council’s priorities and is fully funded.

**Other Options Considered**

None
2375  TREASURY MANAGEMENT ANNUAL REPORT 2014/15

The Subject of the Decision

Members considered the report of the Accountancy Manager, which reviewed the treasury management activity during 2014/15, and reported on the performance against prudential indicators, as required under the Treasury Code of Practice.

The Accountancy Manager outlined the key issues, drawing attention to the increased returns on investment property. He explained that although market conditions had improved, the returns made on cash were still very low.

Members were pleased to note that the Council was in an enviable position with a cash balance of approximately £32 million.

The Decision

RESOLVED: TO RECOMMEND THAT COUNCIL:

a) Approves the actual 2014/15 prudential indictors
b) Notes the treasury activity in quarter four and that it complies with the agreed strategy

The Reasons for the Decision

To ensure a balanced portfolio, in terms of risk, rates and liquidity

Other Options Considered

None

2376  INFORMATION SHARING

The Subject of the Decision

Members considered the report of the Early Intervention Manager, which updated members on the developments around information sharing in Norfolk, its relevance to South Norfolk Council, and its importance in protecting vulnerable residents.
Cllr Y Bendle explained that the Government had been encouraging a culture change nationally and that she was confident that the Council already adopted a culture of information sharing, which had been enhanced through the Early Help Hub.

The Early Intervention Manager presented his report and explained that South Norfolk Council played a fundamental role in ensuring that other organisations also embraced this change in culture. The Chief Executive added that all other local authorities in Norfolk would be considering similar reports regarding information sharing, to ensure consistency amongst all organisations across the county.

The Decision

| RESOLVED: | To endorse the principles of the report and agree to support the continued fostering of trust and confidence to share appropriate information with the Council’s partners for the benefit of vulnerable residents. |

The Reasons for the Decision

To ensure effective and consistent information sharing, to protect residents.

Other Options Considered

None

2377 CABINET TASK AND FINISH GROUPS

The Subject of the Decision

Members considered the report of the Communities and Democratic Services Manager, which sought Cabinet approval for the formation of three Task and Finish groups, regarding Broadband, Growth and Infrastructure, Leisure and Community Facilities, and the Gypsy and Traveller Local Plan.

Members noted that the final terms of reference would be considered by each of the task groups and presented to Cabinet for approval in July.
**The Decision**

| RESOLVED: | To agree the creation of Task and Finish Groups as outlined at sections 2 to 5 of the report, noting that the final terms of reference will be presented to members at the July meeting of the Cabinet. |

**The Reasons for the Decision**

To allow for closer examination of key issues.

**Other Options Considered**

None

**2378 CABINET CORE AGENDA**

Members noted the latest version of the Cabinet Core Agenda.

(The meeting concluded at 10.43 am)

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Chairman